

318506/28/05

Revised

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

TITLE: WASTEWATER MAINTENANCE SCHEDULER

DEFINITION

Under general supervision, to plan, schedule, coordinate and monitor the installation, maintenance and repair of heavy industrial/plant mechanical equipment; and to do related work as required.

REPORTS TO: Wastewater Operations Manager

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Wastewater Operations Manager. May exercise supervision over maintenance, technical and administrative support staff, as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Plan, schedule, coordinate and monitor major projects and routine plant maintenance and repair activities using a computerized maintenance management system.
- Develop and implement a cost efficient long-range plant maintenance program.
- Maintain data bases for maintenance history, work orders, logs, management information systems, equipment records and facilities inventory.
- Submit purchase requisitions for supplies, materials and equipment needed to perform assigned tasks.
- Maintain computerized and manual records of plant maintenance activities; prepare reports of efficiency, cost, time, supplies and materials used, and work accomplished.
- Assist in budget preparation and administration; assist in making cost estimates.
- Coordinate work interface between plant staff and senior mechanical maintenance workers; coordinate sewer system plant maintenance activities with other City departments, divisions, sections and with outside agencies.
- Inspect the work of personnel and crews engaged in plant maintenance and repairs; assist in the inspection of existing and newly constructed sewer facilities.

QUALIFICATIONS

Knowledge of:

- Methods, materials, tools, and equipment used in the installation, maintenance and repair of heavy plant equipment, pumps, motors, controllers, variable speed and chain drivers, and lift stations.
- General methods of related electrical, carpentry, plumbing and pipefitting repairs, and building maintenance and repair.
- Occupational hazards and standard safety precautions necessary in the work.
- Practices, procedures, tools and equipment of machine and welding shops.

- Principles and practices of supervision, training, record keeping, and parts and materials ordering and inventory.
- Municipal wastewater collection and treatment systems.
- Use and operation of microcomputers including computerized maintenance scheduling systems, report generation and interpretation.

Ability to:

- Understand and carry out oral and written instructions.
- Lay out, assign and review work of subordinates.
- Modify routine maintenance methods and practices to handle unusual problems.
- Work from sketches, blueprints and manufacturers' diagrams.
- Use and care for hand and power tools, machines and equipment of the mechanical trades.
- Operate a variety of computer software including a computerized maintenance management system; identify and correct problems; participate in the identification and implementation of system upgrades; work with hardware and software suppliers on maintenance of system.
- Maintain a variety of detailed records; maintain accurate and complete records.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade. The completion of supervisory and/or computer-related course work is highly desirable.

Experience: Five years of experience in sewer system plant maintenance and repair. Experience with micro computers and computer software including word processing, spreadsheet, database, and computerized maintenance management systems is highly desirable.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Wastewater Maintenance Scheduler

TO: